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General Counsel

January 15, 2004

IMPORTANT NOTICE TO ALL MISSOURI PUBLIC UTILITIES

Pursuant to Section 392.210, RSMo Section 393.140, RSMo and the rules at 4 CSR 240-3.165 (Electric Utilities), 4 CSR 240-3.245 (Gas Utilities), 4 CSR 240-3.335 (Sewer Utilities), 4 CSR 240-3.435 (Steam Heating Utilities), 4 CSR 240-3.540 (Telecommunications Companies), and 4 CSR 240-3.640 (Water Utilities), public utilities are required to submit an annual report to the Missouri Public Service Commission.

Please Note:

- ✓ Due date **April 15, 2004**
- ✓ The form(s) submitted to the Commission must be originals in loose-leaf format (an electronic version may be submitted in EFIS)
- ✓ Attempts to substitute forms such as stockholder reports without concurrently filing official Commission forms with appropriate cross-references will be considered non-compliant
- ✓ Complete each question fully and accurately, even if it has been answered in a previous annual report. Enter the word "None", "0" or "N/A" where it truly and completely states the fact. An unanswered question will result in a deficiency notice requiring an additional response.
- ✓ Each utility must submit a report whether or not it had revenues during the reporting year

Reports that do not meet the requirements will not be considered "submitted." Utilities will be subject to legal action under state law for failure to submit annual reports on time or make a timely extension request. A utility that does not timely file its annual report, or its response to a notice that its annual report is deficient, is subject to a penalty of one hundred dollars and an additional penalty of one hundred

dollars for each day that it is late in filing its annual report or response to a notice of deficiency.

Requests to submit annual report data under seal:

Utilities may request classification of selected portions of their annual report as non-public. Please note that all information classified as non-public will still remain subject to potential disclosure as provided under the Missouri open records act (Chapter 610 RSMo) and Section 386.480, RSMo.

In order to take advantage of the new procedure, the submitter, either through EFIS or in hard copy form, **must:**

- A. Provide both a fully completed version to be kept under seal and a redacted public version that clearly informs the reader that the redacted information has been submitted under seal. The cover of each version must clearly identify whether it is the public or the non-public version. Each page of each version of the report containing non-public information should be clearly identified as containing such information.
- B. Submit both versions of the annual report with a cover letter stating that the utility is designating some or all of the information in its annual report as confidential information, including the name, phone number and e-mail address (if available) of the person responsible for addressing questions regarding the confidential portions of the annual report;
- C. Prominently attach a detailed affidavit to both versions that identifies the specific types of information to be kept under seal, provides a reason why the specific information should be a closed record, and stating that none of the requested information is available to the public in any format.

Requests for extension to submit annual report:

Utilities may request an extension of less than 30 days by 1) making a written notification prior to April 15th to the Manager of the Data Center (the EFIS option for this is located under "Filing/Submission - Non-case Related Submission - MO PSC Annual Report Extension Request") that states the reason for the extension, and 2) certifying that a copy of the written request was sent to all parties of record in pending cases where the Company's activities are the primary focus (i.e., where the Company is identified as a moving party in the case caption) of the proceeding.

All requests for more than a 30 day extension must be filed as a pleading, by an attorney licensed to practice in Missouri, stating the reason for the extension and certifying that a copy of the written request was sent to all parties of record in pending cases where the Company's activities are the primary focus (i.e., where the Company is identified as a moving party in the case caption) of the proceeding. The filing should be submitted in pleading form and comply with the filing requirements of Chapter 2 of 4 CSR 240.

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The current Commission rules governing annual report submissions are in the process of being updated to match the directions contained in this letter. The Commission expects that the amendments will go into effect on April 30, 2004. Although not in effect by the April 15, 2004, annual report due date, the Commission's Staff will expect public utilities to abide by these provisions. The full text of the proposed rule (starting on page 4 of the following link) is available at <http://www.sos.mo.gov/adrules/moreg/current/2003/v28n24/v28n24b.pdf>

Questions about the annual report form or its content may be submitted to:

Janis Fischer (573) 751-4257 or by email at Janis.Fischer@psc.mo.gov

The completed document should be submitted under EFIS (accessible from the Commission's Web page <http://www.psc.state.mo.us/>) or mailed to:

Manager of the Data Center
Missouri Public Service Commission
200 Madison Street, Suite 100
P.O. Box 360
Jefferson City, MO 65102-0360

Sincerely,

Robert Quinn
Executive Director

Enc: